

17 November 1964

MEMORANDUM FOR: Chief, CI/RAA

SUBJECT : Records Officer Course

REFERENCE : Your Memo, subject "Records Officer Course Cancellations" dated 3 November 1964

1. The alarm expressed in reference memorandum over the RO Course situation is not supported by the facts.

2. There are now 197 RO's in the divisions and staffs. The RO Course being held 16-20 November will bring the total to 203. This will leave a few vacancies - less than 10 - in AF, WH, CA, DODS and [REDACTED]. Another RO course in the Spring of 1965 should be adequate to keep up the strength.

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3. Systems Group has not abandoned the practice of actively seeking, through division RMO's, students for the course if the quota of RO nominees appears to be too low. The November course includes 20 persons who are not RO nominees.

4. In short, I see no need to change our agreement to shoot for at least 12 RO nominees per course. It is desirable to include others with adequate Agency experience and appropriate records functions if we need to hold a RO course. I fail to understand the notion that holding RO courses to the purpose involves a "loss of training and records disciplining opportunities which can never be recouped". As you know, CI Staff, RID and SG are stretched to the limit in providing records training in a number of present and pending courses, tours, and ad hoc briefings. Those non-RO nominees who miss a RO course will have many other opportunities.

[REDACTED]
Chief, DDP Systems Group

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cc: C/RID
DDP/TRO
DE/OS/CTR - [REDACTED]

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